

POLICE LIEUTENANT
(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which include the management of the operations on an assigned shift and the supervision of subordinate personnel. Police Lieutenants supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Employees of the class have the authority to perform most duties independently with general supervision from a Police Captain. This class reports to and has work reviewed by a Police Captain. This class ranks immediately below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in managing and supervising law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Assists in managing the work of an assigned section of the police department operation. Conducts inspections of assigned department services, evaluates the effectiveness of these services following inspections, and takes appropriate action to correct or improve problem areas. Reviews incoming communications and routes work to the appropriate person or location.

Supervises subordinate police department employees. Reviews work to be done and delegates assignments. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Reviews reports and the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes employee evaluation reports. Assists in managing and supervising an on-the-job training program for department members, including providing assistance in technical areas of work. Sets work schedules and approves leave. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Supervises the preparation of records and reports, reviewing those completed by subordinates. Prepares forms or records to document the activity of the department. Uses the department's computer system to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Supervises the general care, maintenance, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana, and must pass a civil service examination for that position.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Sergeant with the City of Zachary Police Department with at least two (2) years in that class immediately preceding the closing date for application to the board.

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Rev	10-07-82	12-16-03
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